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The following are covered--(1) rules and regulations concerning inventories of equipment, retention of records, and title and control over funds and property. (2) definitions. (3) procedures. (4) kinds of equipment, and (5) forms. (NI)

PROPERTY ACCOUNTING

FOR TITLE I, ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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March, 1966

State of Montana
Harriet Miller
Superintendent of Public Instruction
Helena

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CONTENTS

	Page
I. EQUIPMENT INVENTORY	1
Rules and Regulations	1
Inventories of equipment (Sec. 116.55)	1
Retention of records (Sec. 116.54 [a])	1
Title and control over funds and property (Sec.116.20 [b])	2
Procedures	2
Definitions	2
Procedures	3
Kinds of equipment	4
Forms	5
Form X-59	5
Form X-60	6
II. BUILDING INVENTORY*	*

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* Supplement to be provided

PROPERTY ACCOUNTING FOR ESEA TITLE I

EQUIPMENT INVENTORY

RULES AND REGULATIONS

The rules and regulations of Title I of the Elementary and Secondary Education Act of 1965 require that inventories of all equipment having a unit cost of $100 or more must be maintained. The inventories should also include all items of equipment temporarily placed on the premises of or in a private school regardless of their cost.

Section 116.55 Inventories of equipment.

(a) Each local educational agency shall maintain an inventory of all equipment acquired with funds under...the Act and placed in the temporary custody of persons in a private school. Such inventories shall be maintained until the equipment is discharged from such custody and, if costing $100 or more per unit, for the useful life of the equipment or until the equipment is disposed of.
(b) Each State educational agency and each local educational agency shall maintain inventories of all other equipment acquired by it with funds under...the Act and costing $100 or more per unit for the useful life of the equipment or until the equipment is disposed of.
(c) The records of inventories required by this section shall be subject to the retention requirements of Section 116.54(a).

All inventories developed under a Title I project must be kept intact and accessible for a period of three years after the completion of the project.

Section 116.54(a) Retention of records.

(a) Each State educational agency and local educational agency receiving a grant under...the Act shall keep intact and accessible all records supporting claims for Federal grants or relating to the accountability of the grantee for expenditure of such grants....All other records developed under a program or project under...the Act shall be kept intact and accessible for a period three years after the completion of the program or project.

The title to property acquired under Title I shall be in a public school district which will be responsible for administering such property.

Section 116.20(b) Title and control over funds and property.

(b) Equipment acquired with funds granted under...the Act may in certain cases be placed on private school premises, but in any event title to and administrative control over all equipment so acquired must vest in and be retained by a public agency. This requires the keeping of records of, and accounting for, equipment acquired in order that the public agency will maintain administrative control of the equipment and assure itself that the equipment is being used for the uses and purposes of the project, or for a related educational purpose.

PROCEDURES

Definitions

To comply with ESEA Title I federal regulations and U. S. Office of Education Property Accounting Handbook III definitions, the terms used in this equipment account are defined as follows:

Equipment: Equipment includes machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them, and includes all other items necessary for the functioning of a particular facility as a facility for providing educational services, including such items as instructional equipment and necessary furniture, printed, published, and audiovisual instructional materials, and books, periodicals, documents, and other related materials. Equipment does not include supplies.

Supplies: A material item that is consumed in use or which may not reasonably be expected to last longer than one year.

Inventory: A detailed list or record showing quantities, descriptions, values, and frequently, units of measure and unit prices of property on hand at a given time.

Unit Cost: Expenditures for a property divided by the total number of units for which the property was provided. For ESEA Title I inventory purposes, if sets of books and dictionaries are purchased and are used as a group, the unit cost for these items will be the total cost for the set rather than cost of single book.

Movable Equipment: Equipment that is transportable from one location to another without appreciable damage or change to the location from which it is removed or to the location where it is installed.

Furniture: Movable equipment that is used for sitting; or as a support for writing, drawing, experimentation, and work activities; or as storage space for material items; or for decorative purposes.

Machinery: Movable equipment items composed of complex combinations of parts which transmit and modify force and motion so as to perform some desired kind of work, excluding vehicles.

Apparatus: Movable equipment items without complex combinations of parts that are used to transmit, modify, or measure energy or matter in some form.

Hand Tools: Instruments, machinery, and apparatus that may be picked up in the hands and which are moved as individual units during the performance of their primary functions.

Bench, Desks, or Floor Machinery and Apparatus: Machinery and apparatus that, under normal operation, remain stationary on a bench, desk, or floor during operation.

Heavy Construction Machinery: Self-propelled and attachment type machinery or apparatus that is used in heavy construction work, such as excavating; constructing buildings, roads, and sidewalks; and demolishing buildings.

Vehicle: A conveyance used to transport persons or objects.

Books, Periodicals and Audiovisual Instructional Materials: Purchased for classrooms and or general school use.

Procedures

(a) In the case of cooperative project, the prime applicant in the cooperative project is responsible for the equipment inventory.

(b) An inventory form (Form X-59) should be maintained for each item of equipment having a unit cost of $100 or more.

(c) All equipment items (not supplies) placed in the temporary custody of persons in a private school must be inventoried regardless of their cost. An inventory form (Form X-60) must be maintained until the equipment is discharged from their custody and, if costing $100 or more per unit, for the useful life of the equipment or until the equipment is disposed of.

(d) Only movable equipment should be inventoried. Equipment that is an integral part of the building or grounds and permanently attached to buildings will be accounted for with the building inventory.

(e) All equipment items inventoried should be distinctly labeled for identification. The label should show the name of fund with which the equipment was purchased (ESEA Title I), the project number, the date of purchase, and if it is placed in a private school, ownership of equipment. Identification on a label should coincide with the identification appearing on the inventory forms.

(f) All inventory records must be kept up-to-date. As changes are made in a piece of equipment or equipment group, or transferred to another plant or facility from its regular location, appropriate entries should be made on the equipment inventory record form to reflect such changes.

(g) Inventory records should be checked yearly with equipment on hand.

(h) All inventory records must be kept intact and accessible for a period of three years after completion of project. Inventory records should include the invoice reference, notations that such equipment was received in good condition, and quantities of equipment.

Kinds of Equipment

The following classification has been adopted from U. S. Office of Education Property Accounting Handbook III for the ESEA Title I equipment inventory purposes. The categories under which the equipment is classified are indicated as a part of the description on an inventory form.

Equipment is classified as follows:

1. Furniture
2. Machinery and Apparatus
   a. Hand Tools
   b. Bench, Desk or Floor Machinery and Apparatus
   c. Heavy Construction Machinery
3. Vehicles
4. Books, Periodicals and Audiovisual Instructional Materials

The following are some examples of kinds of equipment under the general categories:

Furniture - Desks, tables, file and storage cabinets, wheeled science demonstration tables, etc.

Hand Tools - Electric powered hand saws, power mowers, vacuum cleaners, drills, and sanders; electric irons; and expensive tap and die sets, wrench sets, micrometer sets, etc.

Bench, Desk, or Floor Machinery and Apparatus - Typewriters, duplicators, dishwashing machines, clothes dryers, drill presses, metal and wood-turning lathes, stoves, barographs, electric tube testers, etc.

Heavy Construction Machinery - Cranes, compressors, self-propelled rollers, bulldozers, graders, scrapers, power shovels, caterpillars, pile drivers, concrete mixers, etc.

Vehicles - Automobiles, trucks, aircraft, wreckers, buses, station wagons, bookmobiles, tractors, wagons, and boats, including trailer-type and other attachments operated from such vehicles, etc.

Books, Periodicals and Audiovisual Instructional Materials - Textbooks, dictionaries, reference books, printed reading laboratory materials, programmed materials, filmstrips, etc.

FORMS

ESEA TITLE I EQUIPMENT INVENTORY (Form X-59).

This form has been designed to record a single item of equipment having a unit cost of $100 or more. Use a separate form for each item, to provide space for adjustments. Record on this form any item of equipment costing $100 or more, including an item temporarily placed in a private school; in the latter case, also list the item on Form X-60 for the period of time it was placed in the private school.

Date Acquired: The date on which the owning school district received delivery of the original equipment.

Name of Equipment: The name of the equipment item as given by the manufacturer.

Kind of Equipment: See Page 4, "Kinds of Equipment."

Description: The description of the equipment item as contained in the manufacturer's catalog or an abbreviated version of it. The description should include color, materials of which the equipment is made, size, serial number, if applicable. If equipment item is a set of books, title, author, publisher, copyright date, and edition should be included.

Manufacturer and Model No.: The model number is the one given by the manufacturer.

Quantity: Number of equipment items. Sets of books or dictionaries should be accounted for and recorded as number of sets, and not number of individual books; although number of volumes in a set should be indicated in the description.

Original Cost: The purchase price paid by the owning school district plus any freight and installation charges. Cost for a set of reference

books would be total price of the set, not the unit price.

Adjustments: Adjustment of original cost of equipment by adding or subtracting the cost of attachments. Attachments referred to here are those which are assembled units that may be used on different pieces of equipment of the same type. This account is reduced to zero when the equipment item is disposed of. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost.

Total Cost: The cost of equipment plus the cost of any attachments added after acquisition of the piece of equipment less any reductions for cost of attachments removed after acquisition.

Where Housed: The plant or facility in which equipment is placed.

Use: The purpose for which equipment is used. When equipment is used for both instructional and non-instructional purposes, designate in terms of principal use.

Instructional: Movable equipment used by pupils and instructional staff in the instructional program.

Non-Instructional: Movable equipment that is not used by pupil and instructional staff in the instructional program.

Date of Disposal: The date on which the equipment item was sold or otherwise disposed of so that the school district no longer retains it for any purpose. When the actual date of a loss or theft is not known, the date of disposal is the date the loss or theft is noted.

Remarks: Any pertinent information regarding acquisition and disposal of equipment would be entered.

Prepared By: Name and title of person responsible for the completion of the form.

ESEA TITLE I INVENTORY OF EQUIPMENT TEMPORARILY PLACED IN PRIVATE SCHOOLS (Form X-60).

This form has been designed to record all equipment items (except supplies) temporarily placed in private schools, regardless of cost. List all items on the form, including those costing $100 or more which are also recorded on Form X-59.

Under this account, if there is a group of equipment items which are the same with respect to function, material, shape, and size, and cost less than $100 per unit, instead of maintaining a record on each individual item of equipment, one record will be kept as a group. An example of this would be: Instead of individual records being kept on 20 pupil desks which are all the same, only one record would be kept on the group of 20 desks.

Name of Equipment: The name of the equipment item as given by the manufacturer.

Kind of Equipment: See Page 4, "Kind of Equipment."

Description: The description of the equipment item as contained in the manufacturer's catalog or an abbreviated version of it. The description should include color, material of which the equipment is made, size, and if applicable, serial number, manufacturer and model number. For books and periodicals and other published instructional materials, title, author, publisher, copyright date, and edition should be included.

Date Equipment Transferred: The date on which the equipment item is transferred to a private school.

Quantity: Number of equipment items. Sets of books and tools should be accounted as number of sets indicating the number of items in a set.

Cost: Total cost of equipment plus the cost of any attachments added after acquisition of the piece of equipment less any reductions for cost of attachments removed after acquisition.

Location of Equipment: Name of private school, and building, and the street address of the school.

Use: The purpose for which equipment is used. When equipment is used for both instructional and non-instructional purposes, designate in terms of principal use.

Instructional: Movable equipment used by pupils and instructional staff in the instructional program.

Non-Instructional: Movable equipment that is not used by pupils and instructional staff in the instructional program.

Date Returned: The date on which the equipment item is returned to the owning school district.

State of Montana
Superintendent of Public Instruction

Folio: X-59-00-130-1

ESEA TITLE I EQUIPMENT INVENTORY*

(For Equipment Costing $100 or More)

School District No. _____ ( ) Elem.
( ) H. S.

County _____

Project No. _____ for year ending June 30, 19 ____

Date Acquired	Name of Equipment	Kind of Equipment	Description (Include Serial No.)	Manufacturer and Model No.	Quantity	Cost			Where Housed (Location of Equipment)	Instructional	Non-Inst.
						Original Cost	Adjustments	Total Cost			

Date of Disposal _____

Remarks _____

Prepared By _____

*Use one form per item.

State of Montana
Superintendent of Public Instruction

Sample

Form: X-59-66-750-1

ESEA TITLE I EQUIPMENT INVENTORY*

(For Equipment Costing $100 or More)

School District No. 2 (X) Elem.
( ) H. S.

County Beaverhorn

Project No. 18-0562-66-1 for year ending June 30, 19 66

Date Acquired	Name of Equipment	Kind of Equipment	Description (Include Serial No.)	Manufacturer and Model No.	Quantity	Cost			Where Housed (Location of Equipment)	Instructional	Non-Inst.
						Original Cost	Adjustments	Total Cost			
1/1/66	Typewriter	Bench, desk, or floor machinery and apparatus	Geary, electric 20" Carriage, Pica Type, 10 pitch. Serial No. AH127654	Jones Model No. 25	1	$ 180.00	—	~~$ 180.00~~	Beaverhorn Elementary School		X
							$ 75.00 Added: Check writing attachment 1/5/66	$ 255.00	Transferred to St. Mary Elem. School 1/6/66		

Date of Disposal _____

Remarks _____

Prepared By John Doe, District Clerk

*Use one form per item.

State of Montana
Superintendent of Public Instruction

Form: X-60-66-750-1

ESEA TITLE I

INVENTORY OF EQUIPMENT TEMPORARILY PLACED IN PRIVATE SCHOOLS

(All Equipment Items Except Supplies)

School District No. _____( ) Elem.
( ) H. S.

County _____ Project No. _____ for year ending June 30, 19 _____

Name of Equipment	Kind of Equipment	Description	Date Equipment Transferred	Quantity	Cost	Location of Equipment	Use		Date Returned
							Instructional	Non-Inst.	

State of Montana
Superintendent of Public Instruction

Sample

Form: X-60-66-750-1

ESEA TITLE I

INVENTORY OF EQUIPMENT TEMPORARILY PLACED IN PRIVATE SCHOOLS

(All Equipment Items Except Supplies)

School District No. 2 (X) Elem.
( ) H. S.

County Beaverhead

Project No. 18-0562-66-1 for year ending June 30, 19 66

Name of Equipment	Kind of Equipment	Description	Date Equipment Transferred	Quantity	Cost	Location of Equipment	Use		Date Returned
							Instructional	Non-Inst.	
Typewriter	Bench desk, or floor machinery and apparatus	Gray, electric 20" carriage, Pica Type, 10 pitch. Serial No. AA 127654 Model No. 25	1/10/66	1	$ 255.00	St. Mary Elementary School Administration Bldg. 1102 F. St. N. W.		X	
Storage Cabinets	Furniture	Movable metal storage cabinets, 24" wide, 18" deep. 78" high, with lock. Model No. 52 AB	1/20/66	5	$ 250.00	Trinity Lutheran Elementary School, Library. 100 Mauldin Ave.		X	